

MCCS-IA (MARKS #)

(Date)

MEMORANDUM THRU Secretary of the General Staff

FOR Chief of Staff

SUBJECT: Trip Report for (Location), (Date)

1. ADMINISTRATIVE DATA:

a. ACTIVITY VISITED: (If not the same location as subject site.)

b. DATE: (Not always same as location date.)

c. PERSONNEL CONTACTED: May be an enclosure.

d. TDY COST: Take info from DD Form 1610 (TDY orders).

2. PURPOSE. State the purpose of the trip.

3. EXECUTIVE SUMMARY. Summarize areas/functions observed, cite commendable and major areas. Comment on morale, command climate, and effectiveness of activities visited. Describe assistance provided/conducted.

4. STAFF OVERSIGHT FINDINGS. List findings of the activity's compliance with policy and mission performance and capability.

a. COMMAND INTEREST. List findings concerning any items of special interest identified by a member of the command group.

b. STAFF INTEREST. List findings which may require follow-up action by a member of the AMEDDC&S Staff. The Chief of Staff will review the findings and assign staff action. These may be listed here and supported by more detailed information in an enclosure.

c. AREAS OF EXCELLENCE. List areas of excellence which may be of benefit to the AMEDDC&S if shared. These may also be shown in enclosures. Include a point of contact name and telephone number.

Encl

Trip OIC
Signature block

CF:

IG

Activity visited